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ORD 1307-65

10 May 1965

MEMORANDUM FOR:

Salary and Wage Division,
Office of Personnel

SUBJECT: Review of ORD T/O Grade Structure

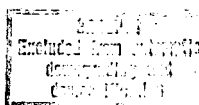
1. The proposed Office of Research and Development Table of Organization has been reviewed in the light of the Salary and Wage Division evaluation. The evaluation was presented to ORD in an informal manner. This response is intended to be received in the same manner.

2. The evaluation by SWD was addressed toward the ORD FY 65 requirements and was reviewed by ORD against these requirements. ORD is aware of the current policies covering Agency personnel strength and grade ceilings and carefully considered these along with our commitments, responsibilities, and requirements to perform the ORD directed mission.

3. ORD can generally agree with the structure that SWD approved. In a very few instances, we find that we must take exceptions. These exceptions and reasons therefor are provided in the following paragraphs.¹⁰ We believe that these changes are warranted and recommend that they be included in the final package approved by SWD.

4. Administrative Staff

a. This unit is small and consequently its duty requirements are many and are diverse. The staff works under the direct supervision of the Executive Officer with responsibility for support activities of the entire Office of Research and Development, involving 132 external contracts and 66 people now assigned to the Office. The Staff is also responsible for the coordination of ORD support with other support components of the Agency.



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b. Functions normally grouped because of similarity and assigned to individuals with a specialty are handled here as additional duties by fewer people. The staff must recommend and disseminate policies, procedures, and standards for general personnel administration and security in the Office of Research and Development. It provides the chairman, secretariat services, and administrative support for the ORD Career Service Panel and assists in the procurement of new ORD personnel. It represents the AD/ORD as the Office Training Officer and coordinates and monitors the ORD training activities and requirements.

c. The staff is continuously involved in security activities with contractors, other Government organizations, and ORD personnel and programs, including such items as investigation of security violations, coordination of cryptonyms, procurement of special clearances, supervision of ORD document control procedures, and dissemination of security policy and guidance as required.

d. The annual and long-range budget and periodic Status of Funds are the responsibility of this staff. It maintains ledgers, prepares and processes all expenditure forms, and coordinates travel for the Office. It monitors the expenditure of contract funds and management funds and initiates instructions necessary for interpretation and implementation of the Office of Finance and ORD fiscal policies. It represents ORD on all administrative and fiscal matters pertaining to regular and special logistics support and external project procurement activities.

e. In addition, the staff is responsible for space and supporting facilities requirements and coordinates support to meet ORD graphics requirements. In some cases it provides actual graphic support. It also maintains a registry and central document file for ORD and provides inter-office and intra-Agency courier service for ORD.

f. These diversified duties are complicated even more by the fact that over 60% of the ORD personnel are not only new to the Agency but relatively new to Government employment also. This adds to the burden of the staff by requiring extra guidance and assistance for personnel unfamiliar with Agency policies and procedures. For the next two years it is anticipated that this will continue to be the case as ORD continues to add new personnel to its roster.

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g. Since an increase in the Administrative Staff is not planned during this period and since the duties now involved require initiative, diversity, experience, and stamina, the ORD opinion is that SWD graded the positions too low. In addressing our discussions to the FY 65 requirements some easing of grade can be tolerated when compared to requirements of the over-all structure as the ORD ultimate manning goal is approached. A summary of the above evaluation is as follows:

Summary of Administrative Staff Requirements

	<u>ORD Original</u>	<u>SWD</u>	<u>ORD Agreement</u>
Admin Officer			
Budget Officer			
Admin Ass't			
Info Control Clk			

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5. Analysis Division

a. It seems that the mission and responsibilities of the Division were not adequately described, or that an error was made in transcribing the grades approved by SWD. Each of the five positions planned by ORD, except the secretary-steno position, was downgraded one level from those proposed by ORD.

b. The importance of the work in this Division to the improvement of the quality and speed of interpretation of intelligence is tremendous. The program of this Division is the source in other parts of the Agency of programs which will grow as progress and development continue in the Analysis Division. They must accomplish basic and applied research and development in the field of automatic analysis of intelligence data, information storage, and pattern recognition. In addition, it must conduct scientific analyses of advanced concepts and operational systems which will enhance the processing of raw intelligence data.

c. The current program covers five areas of effort, i. e. :

Recognition, adaptive, and decision processes
 Logical and linguistic analysis
 Intelligence systems and procedures
 Machine-aided intelligence processing
 Mathematical analysis

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d. This work represents high-need areas for emphasis. Personnel to man these programs must be experienced in their fields if ORD is to produce meaningful results. Time is not available to hire inexperienced personnel and train them in the areas where results are needed now. Experience is obtained only at a price. The ORD proposed levels of grading the needed employees were chosen only after careful thought was given concerning the training and experience level desired of the employees. A compromise at the GS-15 level can be accepted for FY 65, with only one allotted. However, the second GS-15 slot will be desired for a later date.

e. The GS-16 slot that was deleted by SWD is necessary for the position of Chief of the Division. His experience and responsibilities in establishing and maintaining the ambitious program confronting his Division require the GS-16 level.

Summary of Analysis Division Requirements

<u>ORD</u> <u>Original</u>	<u>SWD</u>	<u>ORD</u> <u>Agreement</u>

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6. Biological Sciences Division

In this Division an error was made in the "ORD Proposed" column. ORD proposed that the chief be a GS-16 instead of the GS-15 as indicated in the SWD prepared copy. The GS-16 level is designed for this position because of the program and personnel responsibilities and the background requirements (PhD and twelve years' experience) involved. It is believed that the ORD original proposal is valid.

Summary of Biological Sciences Division Requirements

<u>SWD</u>	<u>ORD Original</u>

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7. Medical Sciences Division

a. The title of this Division was transcribed as "Services" instead of "Sciences". This should be corrected to read "Medical Sciences Division".

b. No supergrade or SPS is proposed for this Division during FY 65 but SWD assigned a GS-16 to the Division and dropped one of the three GS-15 positions that had been planned. ORD plans to add the SPS in FY 66 as part of its programmed increased in personnel from 70 in FY 65 to 80 in FY 66 as currently authorized.

c. Please make this correction for the FY 65 T/O. This would show Medical Sciences with grades as indicated under ORD in the following table.

Summary of Medical Sciences Division Requirements

SWD

ORD Original

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8. Behavioral Sciences Division

ORD accepts the changes proposed by SWD for this Division in FY 65. It should be noted, however, that ORD did not propose a GS-13 slot as indicated in the "ORD Proposed" column.

9. If you wish to discuss any of these points in detail, we shall be happy to do so. Please let us know of the final action taken on this matter.

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Assistant Director

for

Research and Development

ORD/ [] mh

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